Capstone Portfolio Review Form

Maintain a One Drive or Teams file system with the following headings. Bold Items under each heading are required. Other items are suggested when appropriate.

Team:

Date:

Scoring:

	1	2	3	4	5	NA
	Missing	Poor	Fair	Good	Excellent	not applicable

1 - Problem Definition   _____
(includes **client problem statement, value proposition, client interview notes, product requirements (with measurable specs)**

2 - Project Learning   _____
(includes archive of references/manuals, data sheets, websites, literature review notes, engineering analysis, preliminary experimentation/useability studies, software tool development, concepts under consideration, dissection of existing products, **Snapshot #1 slides)**

3 - Project Management   _____
(includes **team contract**, **meeting minutes (in sub-folder)**, client communications, **schedule**, **budget**, and **receipts (in sub-folder)**)

4 - Design Solution   _____
(includes system diagrams, identification of sub-systems, description of key features, partial proof of concept prototypes, assembly and part models, logic diagrams, component selection & sizing, user interface design, **Conceptual Design Review slides**, **Snapshot #2 slides**)

5 - Implementation/Manufacturing   _____
(includes **Bill of Materials with chosen vendors and costs**, **engineering drawing package**, manufacturing plan, special tooling, code development/documentation)

6 - Design Validation   _____
(includes **Design Validation Plan**, experiment design, data collection, and data analysis)

7 – Final Design Documentation   _____
(includes **final report**, **final presentation**, drawing package -in PDF format, **Expo Poster**)

OVERALL   _____

Reviewer Comments: